

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 25, 1986

ALL COUNTY LETTER NO. 86-63

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY PROGRAM COORDINATORS  
ALL COUNTY PROGRAM FISCAL OFFICERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES, FISCAL YEAR (FY) 1986/87  
COUNTY PLAN

REFERENCE: WELFARE AND INSTITUTIONS CODE, SECTIONS 12300, ET. SEQ.

Purpose

The purpose of this letter is to initiate development of the FY 1986/87 IHSS County Plan. Welfare and Institutions Code (W&IC) Section 12301 requires each county to submit a plan to the State Department of Social Services (SDSS) which demonstrates how it will operate its In-Home Supportive Services (IHSS) Program within its allocation. This year's plan format has been revised in response to recommendations from counties and changing program needs. This year's plan format also includes information for FY 1987/88, so county input may also be utilized in the Department's budget building process. It is essential that each county plan be fully justified with well developed rationales supporting projected expenditures on the basis of planned IHSS program operations.

Budgetary Considerations

- A. This year's county plan format is different from past years. Calculations by month, along with the three month moving average, have been replaced with quarterly averages. An attempt has been made to make the flow of information more streamlined, and arrange it in a more logical and progressive order that eliminates having to jump from one page to another and back again. Also, emphasis has been placed on the critical variables that drive the program.

In exchange for eliminating the three month moving average method of projecting caseload, and allowing counties more freedom in justifying an alternative projection method that best represents their needs, two additional requirements are placed on the counties. First, a higher level of analysis is required on the part of county staff in predicting quarterly caseload by mode, average hours per case, and average cost per hour. Second,

methods/rationales used to predict changes in the variables must be fully documented in footnotes attached to the plan.

- B. No special separate funding for IHSS services to refugees is available in FY 1986/87. Since such persons meet all program eligibility requirements notwithstanding their refugee status, these cases continue on the program rolls except that they are now budgeted at normal federal/state/county sharing ratios, and incorporated into the overall base budget. Therefore, special statistical breakout of these cases in the county plan is no longer necessary.
- C. There is an appropriation for a one percent Provider Cost-Of-Living Adjustment (COLA) this year. Therefore, identification of COLA costs is needed in both FY's 85/86 and 86/87 (See Exhibit H).
- D. The caseload projection for FY 1986/87 has been provided in the Allocation All-County Letter. The projection has been displayed on a quarterly basis consistent with the new County Plan format. Counties may either use the numbers provided, or derive their own. Counties which choose to use their own caseload projection must fully document the method used in footnotes attached to the plan, and explain the reasons why the county method is preferable to a straight line projection of caseload.
- E. In order for the County Plan to accurately predict costs, it is critical for managers in each county to first identify the potential impact of policy, procedural and organizational changes initiated at both the state and county levels which impact program costs, before completing the attached exhibits.

Particular attention should be paid to changes in service delivery modes. Some counties have already implemented or planned significant changes, but many are experiencing a more gradual shift in caseload from one mode to another. Whether such factors are due to management decisions or other circumstances, it is critical that such changes be anticipated and reflected in the county plan.

- F. In response to earlier requests that counties be given the opportunity to provide input to the budget building process, the County Plan format has been expanded to include FY 1987/88 projections. This information will be useful to SDSS when developing statewide IHSS projections for the FY 1987/88 Governor's Budget.
- G. The new County Plan format no longer includes exhibits for counties to develop program Reduction Plans pursuant to W&IC Section 12301 in the event of a pending deficit. After the County Plans have been analyzed in September, an assessment of the adequacy of the total funding will establish whether reduction

plans are needed. If it is deemed necessary, reduction plans will be requested from appropriate counties at that time.

#### Format and Instructions

This year's County Plan consists of Exhibits A through J (attached). Instructions for completing Exhibits A through G are also attached. Note that lines are designated numerically and columns are designated alphabetically. Also, note that the columns run consecutively through the exhibits in order to eliminate confusion, i.e., Exhibit A includes columns A through D, and Exhibit B includes columns E through H, etc. Exhibits H, I and J are self explanatory. Exhibits A through G have been programmed on an IBM compatible Personal Computer (PC) using the Lotus 1-2-3 spreadsheet program. Counties wishing to use a PC to develop and print their County Plan may request a copy of the spreadsheet on floppy disk from the CWDA PC Users Group. Interested counties may call Jeff Van Bogaert (Los Angeles) at (213) 738-3115.

All monies in the County Plan should be rounded to the nearest whole dollar, however percents should be carried out to two decimal places. Also, it is not necessary to type the exhibits as long as they are submitted in clearly legible black ink that can be photocopied.

Exhibits A, B and C are provided to enable county staff to enter past year monthly statistics from appropriate source documents, and then derive quarterly totals for use in Exhibit D (FY 1985/86 IHSS Quarterly Actuals). The purpose of Exhibit D is to convert the past year actual statistics into averages for analysis. Exhibit E enables county staff to develop current year estimates by analyzing averages and trends from Exhibit D to predict the same factors in future quarters. Spaces for reference numbers have been provided to the left of each column in order to identify explanatory footnotes that may be attached to the plan. The predicted averages are then used to derive the estimated current year statistics. Exhibit F is a continuation of the same process used to complete Exhibit E, except that it pertains to the budget year. Exhibit G is a summary of the county plan for past, current, and budget years, and the year-to-year changes. See the instructions for more details.

The purpose of Exhibit H is to develop FY 1985/86 actual and FY 1986/87 estimated COLA costs that will enable SDSS to properly account for expenditures.

Exhibit I is a carryover from prior years in order to provide each IHSS analyst with a list of county staff to contact in the event questions should arise during the County Plan review process.

The purpose of Exhibit J is to collect information on county outreach efforts, in order to complete the annual report to the Legislature required by W&IC Section 12301 (AB 1470, etc.). The Case Management Information and Payrolling System (CMIPS) will generate the remainder of the data for this report.

Due Date and IHSS Analyst Assignments

The County Plan must be completed and returned to this office by August 30, 1986. It is critical that all counties meet this statutory due date in order for the Department to approve County Plans timely, taking into consideration input from all counties.

Please address completed County Plans (including optional floppy disks) to:

State Department of Social Services  
Adult Services Bureau  
744 P Street, M.S. 9-536  
Sacramento, CA 95814

If your county needs assistance in the completion of this Plan, please contact your IHSS Analyst (see attached list).



LOREN D. SUTER  
Deputy Director  
Adult and Family Services Division

cc: CWDA

Attachments

**EXHIBIT J — OUTREACH — FY 1986-87 COUNTY PLAN**

COUNTY

Senate Bill 274, Chapter 119, Statutes of 1986 (WIC Section 12301 (h)) requires that counties provide information on current methods of IHSS outreach for use in completing the Annual Report to the legislature.

In accordance with the requirement above, please list which methods of outreach are currently being utilized in your county.

**EXHIBIT H — IHSS COLA EXPENDITURES — ALL MODES**

COUNTY

	FY 1985-86	FY 1986-87
Line (1) Individual Provider Mode — Total IP Wages Paid (Excludes restaurant meal allowances and employment taxes).	\$	\$
Line (2) Contract Mode — Total Contract Wages, Benefits Paid (Does not include employment taxes or contractor administrative, indirect or overhead costs, or profit).	\$	\$
Line (3) Welfare Staff Mode — Total "Casework Costs" Paid.	\$	\$
Line (4) Total Wages and Benefits (Add Lines 1, 2 and 3).	\$	\$
Line (5) Total Base Expenditures (FY 85-86 divide Line 4 by 1.04) (FY 86-87 divide Line 4 by 1.01)	\$	\$
Line (6) Total COLA Expenditures (Subtract Line 5 from Line 4).	\$	\$

**EXHIBIT I — COUNTY CONTACT LIST — ADULT SERVICES**

COUNTY

ADDRESS

**CONTACTS**

TITLE	NAME	TELEPHONE NUMBER
Director		
Assistant Agency Director		
Adult Services Division Supervisor		
Adult Program Specialist		
IHSS and APS Section Supervisor		
Fiscal Section Supervisor		
Contracts Section Supervisor		
Payroll Section Supervisor		
Program Analyst		
<b>OTHER CONTACTS:</b>		

**EXHIBIT G -- IHSS COUNTY PLAN SUMMARY**

COUNTY

	AE FY 85-86 TOTAL	AF FY 86-87 TOTAL	AG FY 85-86/86-87 % CHANGE	AH FY 87-88 TOTAL	AI FY 86-87/87-88 % CHANGE
<b>ALLOCATION</b>					
1. 100% State/Federal Funds					
2. 90% State Match					
3. 10% County Share					
4. Total Allocation	\$	\$			
<b>CASELOAD</b>					
5. Open Cases					
6. Paid Case Rate					
7. Paid Cases					
<b>INDIVIDUAL PROVIDER MODE</b>					
8. Paid Cases					
9. Hours/Case					
10. Cost/Hour					
11. Total IP Cost	\$	\$		\$	
<b>CONTRACT MODE</b>					
12. Paid Cases					
13. Hours/Case					
14. Cost/Hour					
15. Total Contract Cost	\$	\$		\$	
<b>WELFARE STAFF MODE</b>					
16. Paid Cases					
17. Hours/Case					
18. Cost/Hour					
19. Total W/S Cost	\$	\$		\$	
20. Other Costs	\$	\$		\$	
<b>TOTAL PROGRAM COST</b>					
21. Hours/Case					
22. Cost/Hour					
23. Total Program Cost	\$	\$		\$	
24. Surplus/(Deficit)	\$	\$			

COUNTY

**EXHIBIT F — IHSS QUARTERLY PROJECTIONS**

	REF #	Z FY 87-88 FIRST QUARTER	REF #	AA FY 87-88 SECOND QUARTER	REF #	AB FY 87-88 THIRD QUARTER	REF #	AC FY 87-88 FOURTH QUARTER	REF #	AD FY 87-88 TOTAL
<b>CASELOAD</b>										
1. Open Cases										
2. Paid Case Rate										
3. Paid Cases										
<b>INDIVIDUAL PROVIDER MODE</b>										
4. Paid Cases										
5. % of Caseload										
6. Total IP Hours										
7. Hours/Case										
8. Cost/Hour										
9. Total IP Cost		\$		\$		\$		\$		\$
<b>CONTRACT MODE</b>										
10. Paid Cases										
11. % of Caseload										
12. Total Contract Hours										
13. Hours/Case										
14. Cost/Hour										
15. Total Contract Cost		\$		\$		\$		\$		\$
<b>WELFARE STAFF MODE</b>										
16. Paid Cases										
17. % of Caseload										
18. Total W/S Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total W/S Cost		\$		\$		\$		\$		\$
22. Other Costs										
<b>TOTAL PROGRAM COST</b>										
23. Total Paid Hours										
24. Hours/Case										
25. Cost/Hour										
26. Total Program Cost		\$		\$		\$		\$		\$



**EXHIBIT E — IHSS QUARTERLY ESTIMATES**

COUNTY

	REF. #	U FY 86-87 FIRST QUARTER	REF. #	V FY 86-87 SECOND QUARTER	REF. #	W FY 86-87 THIRD QUARTER	REF. #	X FY 86-87 FOURTH QUARTER	REF. #	Y FY 86-87 TOTAL
<b>CASELOAD</b>										
1. Open Cases										
2. Paid Case Rate										
3. Paid Cases										
<b>INDIVIDUAL PROVIDER MODE</b>										
4. Paid Cases										
5. % of Caseload										
6. Total IP Hours										
7. Hours/Case										
8. Cost/Hour										
9. Total IP Cost		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>CONTRACT MODE</b>										
10. Paid Cases										
11. % of Caseload										
12. Total Contract Hours										
13. Hours/Case										
14. Cost/Hour										
15. Total Contract Cost		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>WELFARE STAFF MODE</b>										
16. Paid Cases										
17. % of Caseload										
18. Total W/S Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total W/S Cost		\$	\$	\$	\$	\$	\$	\$	\$	\$
22. Other Costs										
<b>TOTAL PROGRAM COST</b>										
23. Total Paid Hours										
24. Hours/Case										
25. Cost/Hour										
26. Total Program Cost		\$	\$	\$	\$	\$	\$	\$	\$	\$

**EXHIBIT D — IHSS QUARTERLY ACTUALS**

COUNTY \_\_\_\_\_

	P FY 85-86 FIRST QUARTER	Q FY 85-86 SECOND QUARTER	R FY 85-86 THIRD QUARTER	S FY 85-86 FOURTH QUARTER	T FY 85-86 TOTAL
<b>CASELOAD</b>					
1. Open Cases					
2. Paid Case Rate					
3. Paid Cases					
<b>INDIVIDUAL PROVIDER MODE</b>					
4. Paid Cases					
5. % of Caseload					
6. Total IP Hours					
7. Hours/Case					
8. Cost/Hour					
9. Total IP Cost					
<b>CONTRACT MODE</b>					
10. Paid Cases					
11. % of Caseload					
12. Total Contract Hours					
13. Hours/Case					
14. Cost/Hour					
15. Total Contract Cost					
<b>WELFARE STAFF MODE</b>					
16. Paid Cases					
17. % of Caseload					
18. Total W/S Hours					
19. Hours/Case					
20. Cost/Hour					
21. Total W/S Cost					
22. Other Costs					
<b>TOTAL PROGRAM COST</b>					
23. Total Paid Hours					
24. Hours/Case					
25. Cost/Hour					
26. Total Program Cost					

**EXHIBIT C — FY 85-86 IHSS PROGRAM EXPENDITURES — WELFARE STAFF**

MONTHS	I AUTHORIZED CASES	J CASES SERVED	K HOURS SERVED	L TIME STUDY HOURS	M CASEWORK COST	N OVERHEAD COST	O TOTAL EXPENDITURES
July							
August							
September							
1st Quarter							\$
October							
November							
December							
2nd Quarter							\$
January							
February							
March							
3rd Quarter							\$
April							
May							
June							
4th Quarter							\$

**EXHIBIT A — FY 85-86 IHSS PROGRAM EXPENDITURES —  
INDIVIDUAL PROVIDERS**

COUNTY \_\_\_\_\_

MONTHS	A OPEN CASES	B PAID CASES	C HOURS PAID	D EXPENDITURES
July				
August				
September				
1st Quarter				\$
October				
November				
December				
2nd Quarter				\$
January				
February				
March				
3rd Quarter				\$
April				
May				
June				
4th Quarter				\$

**EXHIBIT B — FY 85-86 IHSS PROGRAM EXPENDITURES — CONTRACT**

MONTHS	E OPEN CASES	F PAID CASES	G HOURS PAID	H EXPENDITURES
July				
August				
September				
1st Quarter				\$
October				
November				
December				
2nd Quarter				\$
January				
February				
March				
3rd Quarter				\$
April				
May				
June				
4th Quarter				\$

## I N S T R U C T I O N S

### INSTRUCTIONS FOR EXHIBIT A

- General - The overall purpose of Exhibit A is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (A) This column represents the total number of cases authorized to receive IP services during the month. Entries must reconcile with the Management Statistics Summary - "Total Cases" (Authorized Caseload Movement).
- Column (B) This column represents the count of paid cases. Entries must reconcile with the Management Statistics Summary - "Total Recipients."
- Column (C) This column represents the number of paid service hours during the month. Entries must reconcile with the Management Statistics Summary - "Total Hours".
- Column (D) This column represents the sum of "Total Wages, Restaurant Meal Allowance, and Total Social Security and Unemployment" found on the Management Statistics Summary.

Add each column to derive the totals for each quarter.

### INSTRUCTIONS FOR EXHIBIT B

- General - The overall purpose of Exhibit B is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (E) This column represents the total number of cases authorized to receive Contract services during the month, regardless of whether a payment was made or services delivered (Source, SOC 296).
- Column (F) This column represents the total number of cases for which services were paid during the month (Source, SOC 296).
- Column (G) This column represents the actual number of service hours paid for in the month, regardless of when served (Source, SOC 296).
- Column (H) This column represents the total IHSS contract cost paid during the month. This figure must reconcile to the quarterly administrative claim (Form DFA 325.1B), as audited by the Department of Social Services.

Add each column to derive the totals for each quarter.

### INSTRUCTIONS FOR EXHIBIT C

- General - The overall purpose of Exhibit C is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (I) This column represents the total number of Welfare Staff (WS) cases authorized to receive services during the month (Source, SOC 296).
- Column (J) This column represents the total number of WS cases actually served during the month (Source, SOC 296).
- Column (K) This column represents the actual number of WS recipient hours served during the month (Source, SOC 296).
- Column (L) This column represents the total number of WS hours time studied, by quarter, for county staff (DFA 47, Line A).
- Column (M) This column represents the total cost of WS charged to the IHSS Program by quarter. This column must reconcile to the quarterly administrative claim amount (Form DFA 327.1A, Line 1, Column I), as audited by the Department of Social Services.
- Column (N) This column represents the total cost of allocable overhead charged to the IHSS Program by quarter. The allocable overhead must reconcile to the quarterly administrative claim amount (Form DFA 327.1A, Line 1, Column K).
- Column (O) This column represents the totals of columns (M) and (N) by quarter.
- Add columns I, J and K to derive the totals by quarter.

### INSTRUCTIONS FOR EXHIBIT D

- General - The overall purpose of Exhibit D is to enter past actual quarterly statistics from Exhibits A, B and C, and then derive averages. The averages will be analyzed later to complete Exhibit E.
- Line (1) This line represents the total combined number of cases in all modes authorized to receive services during the quarter. Combine each mode's appropriate quarterly totals from columns A, E and I, and place the totals in columns P, Q, R and S as appropriate. Next, add the numbers entered in line 1 columns P, Q, R and S to derive the total in column T.
- Line (3) This line represents the count of cases in all modes for which services were paid during the quarter. Combine each mode's appropriate quarterly totals from columns B, F and J, and place the total in columns P, Q, R and S as appropriate. Next, add the numbers entered in line 3 columns P, Q, R and S to derive the total in column T.
- Line (2) This line represents the percent of Paid to Open cases. Divide line 3 by line 1 in each column (col's. P thru T). Round to two decimal places.

- Line (4) This line represents the count of paid cases in the IP mode during the quarter. Copy the appropriate quarterly totals from column B. Next, add the numbers entered in line 4 columns P,Q,R and S to derive the total in column T.
- Line (5) This line represents the percent of paid IP cases to the entire paid caseload. Divide line 4 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (6) This line represents the count of paid service hours in the IP mode during the quarter. Copy the appropriate quarterly totals from column C. Next, add the numbers entered in line 6 columns P,Q,R and S to derive the total in column T.
- Line (7) This line represents the average hours per paid case in the IP mode during the quarter. Divide line 6 by line 4 in each column (col's. P thru T). Round to two decimal places.
- Line (9) This line represents the total cost of expenditures in the IP mode during the quarter. Copy the appropriate quarterly totals from column D. Next, add the numbers entered in line 9 columns P,Q,R and S to derive the total in column T.
- Line (8) This line represents the average cost per service hour in the IP mode during the quarter. Divide line 9 by line 6 in each column (col's. P thru T).
- Line (10) This line represents the count of cases for which services were paid in the Contract mode during the quarter. Copy the appropriate quarterly totals from column F. Next, add the numbers entered in line 10 columns P,Q,R and S to derive the total in column T.
- Line (11) This line represents the percent of paid Contract cases to the entire paid caseload. Divide line 10 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (12) This line represents the number of paid service hours in the Contract mode during the quarter. Copy the appropriate quarterly totals from column G. Next, add the numbers entered in line 12 columns P,Q,R and S to derive the total in column T.
- Line (13) This line represents the average hours per paid case in the Contract mode during the quarter. Divide line 12 by line 10 in each column (col's. P thru T). Round to two decimal places.
- Line (15) This line represents the total cost of expenditures in the Contract mode during the quarter. Copy the appropriate quarterly totals from column H. Next, add the numbers entered in line 14 columns P,Q,R and S to derive the total in column T.
- Line (14) This line represents the average cost per service hour in the Contract mode during the quarter. Divide line 15 by line 12 in each column

(col's. P thru T).

- Line (16)- This line represents the count of cases for which services were paid in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column J. Next, add the numbers entered in line 16 columns P,Q,R and S to derive the total in column T.
- Line (17) This line represents the percent of paid Welfare Staff cases to the entire paid caseload. Divide line 16 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (18) This line represents the number of paid service hours in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column L. Next, add the numbers entered in line 18 columns P,Q,R and S to derive the total in column T.
- Line (19) This line represents the average hours per paid case in the Welfare Staff mode during the quarter. Divide line 18 by line 16 in each column (col's. P thru T). Round to two decimal places.
- Line (21) This line represents the total cost of casework and overhead expenditures in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column O. Next, add the numbers entered in line 21 columns P,Q,R and S to derive the total in column T.
- Line (20) This line represents the average cost per service hour in the Welfare Staff mode during the quarter. Divide line 21 by line 18 in each column (col's. P thru T).
- Line (22) This line represents any other program costs included in quarterly administrative claims submitted to SDSS i.e. EDP (DFA 325.1A) and Staff Development (DFA 327.3A), but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns P, Q, R and S to derive the total in column T. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (23) This line represents the total paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 in each column (col's. P thru T).
- Line (24) This line represents the average hours per case for all modes during the quarter. Divide line 23 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (26) This line represents the total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21 and 22 in each column (col's. P thru T).
- Line (25) This line represents the average cost per hour for all modes during the quarter. Divide line 26 by line 23 in each column (col's. P thru T).



## INSTRUCTIONS FOR EXHIBIT E

- General - The overall purpose of Exhibit E is to analyze averages and trends from the past four quarters to predict the same factors in future quarters. Spaces for reference numbers have been provided to the left of each column in order to designate explanatory footnotes that must accompany the county plan (i.e. "The average cost/hour over the past 4 qtrs was used" or "The FY 85-6 fourth qtr. average hours/case was used." See headings entitled "Ref #".) The averages are then used to derive projected statistics (the inverse of Exhibit D).
- Line (2) This line represents the projected percent of Paid to Open cases during the quarter. Enter the predicted value in the appropriate column (col's U thru X) - using the rate from the FY 85-86 fourth quarter (Col. S, Line 2). If a county chooses to use a different method, it must be explained in the footnotes (See headings entitled "Ref #"). Round to two decimal places.
- Line (3) This line represents the number of projected Paid cases during the quarter. Quarterly values provided in the FY 86-87 IHSS Allocation Letter may be used unless the county wishes to justify an alternative projection method in accompanying footnotes. Next, add the numbers entered in line 3 columns U, V, W and X to derive the total in column Y.
- Line (1) This line represents the number of projected Open cases during the quarter. Divide line 3 by line 2 (i.e. 1,000 Paid cases / 90% = 1,111 Open cases), in each column (col's. U thru X). Next, add the numbers entered in columns U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (5) This line represents the percent of IP cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. U thru X)- using the rate from the FY 85-6 fourth quarter (Col. S, Line 5) unless the county is experiencing a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (4) This line represents the number of Paid cases in the IP mode during the quarter. Multiply line 5 times line 3 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (7) This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Col.'s P thru S, Line 7) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 85-6 fourth quarter rate (Col. S, Line 7) in the appropriate column (col's. U thru X). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.

- Line (6) This line represents the total projected paid service hours in the IP mode during the quarter. Multiply line 4 times line 7 in each column (col's. U thru Y). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.
- Line (8) This line represents the average cost per hour in the IP mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (Col.'s P thru S, Line 8) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 85-86 fourth qtr. rate (Col. S, Line 8) in the appropriate column (col's. U thru X). If a county chooses to use a different methodology it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #").
- Line (9) This line represents the total projected cost of the IP mode during the quarter. Multiply line 6 times line 8 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (11) This line represents the percent of Contract cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. U thru X)- using the rate from FY 85-86 fourth quarter (Col. S, Line 11) unless the county is experiencing a shift in Mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (10) This line represents the number of Paid cases in the Contract mode during the quarter. Multiply line 11 times line 3 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (13) This line represents the average hours per case in the Contract mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. P thru S, Line 13) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 85-6 Fourth qtr. rate (Col. S, Line 13) in the appropriate column (col's. U thru X). If a county chooses to use a different method it must be explained in footnotes accompanying the plan and referenced by number to the left of the appropriate column (see headings entitled Ref #"). Round to two decimal places.
- Line (12) This line represents the total projected paid service hours in the Contract mode during the quarter. Multiply line 10 times line 13 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (14) This line represents the average cost per hour in the Contract mode during the quarter. Enter the FY 86-7 contracted hourly rate in the appropriate column (col's. U thru X).
- Line (15) This line represents the total projected cost of the Contract mode during the quarter. Multiply line 12 times line 14 in each column

(col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.

- Line (17) This line represents the percent of Welfare Staff cases to the entire paid caseload. (If none, enter zero). Enter the predicted value in the appropriate column (col's. U thru X) - using the rate from the FY 85-6 fourth quarter (Col. S, Line 17) unless the county is experiencing a shift in mode. Then it must be explained in footnotes. Round to two decimal places.
- Line (16) This line represents the number of Paid cases in the Welfare Staff mode during the quarter. Multiply line 17 times line 3 in each column (col's. U thru X). (If none, enter zero.) Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (19) This line represents the average hours per case in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. P thru S, Line 19) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 85-6 fourth quarter rate (Col. S, Line 19) in the appropriate column (col's. U thru X). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (18) This line represents the total projected paid service hours in the Welfare Staff mode during the quarter. Multiply line 16 times line 19 in each column (col's. U thru X). (If the values entered in lines 16, 17 and 19 are zero, then enter the predicted hours directly.) Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.
- Line (20) This line represents the average cost per hour in the Welfare Staff mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (Cols. P thru S, Line 20) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 85-6 fourth qtr. rate (Col. S, Line 20) in the appropriate column (col's. U thru X). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #").
- Line (21) This line represents the total projected cost of the Welfare Staff mode during the quarter. Multiply line 18 times line 20 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (22) This line represents any other projected program costs to be included in quarterly administrative claims submitted to SDSS, such as EDP (DFA 325.1A) and staff development (DFA 327.3A) but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns

U, V, W and X to derive the total in column Y. An explanation of the cost must be included in accompanying notes attached to the county plan.

- Line (23) This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 in each column (col's. U thru Y).
- Line (24) This line represents the projected average hours per case for all modes during the quarter. Divide line 23 by line 3 in each column (col's. U thru Y). Round to two decimal places.
- Line (26) This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21 and 22 in each column (col's. U thru Y).
- Line (25) This line represents the projected average cost per hour for all modes during the quarter. Divide line 26 by line 23 in each column (col's. U thru Y). Round to two decimal places.

#### INSTRUCTIONS FOR EXHIBIT F

- General - The overall purpose of Exhibit F is to further analyze averages and trends from past quarters to predict the same factors in future quarters. Spaces for reference numbers have been provided to the left of each column in order to designate explanatory footnotes that must accompany the county plan (i.e. "The average cost/hour over the past 4 qtrs was used" or "The fourth quarter average hours/case was used." See headings entitled "Ref. #".) The averages are then used to derive projected statistics (the same as Exhibit E).
- Line (2) This line represents the percent of Paid to Open cases during the quarter. Enter the predicted value in the appropriate column (col's. Z thru AD)- using the rate from the FY 86-7 fourth quarter (Col. X, Line 2). If a county chooses to use a different method, it must be explained in footnotes (See heading entitled "Ref #".) Round to two decimal places.
- Line (3) This line represents the number of projected Paid cases during the quarter. Counties are left to their own methods to project FY 1987-88 paid cases. The method/rationale used must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column. Next, add the numbers entered in line 3, columns Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (1) This line represents the number of projected Open cases during the quarter. Divide line 3 by line 2 (i.e. 1,000 Paid cases / 90% = 1,111 Open cases), in each column (Col's. Z thru AD). Next, add the numbers entered in columns Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (5) This line represents the percent of IP cases to the entire paid

caseload. Enter the predicted value in the appropriate column (col's. Z thru AD) - using the rate from the FY 86-7 fourth quarter (Col. X, Line 5) If a county anticipates that it will continue to experience a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.

- Line (4) This line represents the number of Paid cases in the IP mode during the quarter. Multiply line 5 times line 3 in each column (Col's. Z thru AD). Next, add the numbers entered in line 4, col's. Z, AA, AB and AC to derive the total in column AD.
- Line (7) This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. U thru X, Line 7) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth qtr. rate (Col. X, Line 13) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (6) This line represents the total projected paid service hours in the IP mode during the quarter. Multiply line 4 times line 7 in each column (col's. Z thru AD). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD.
- Line (8) This line represents the average cost per hour in the IP mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (Cols. U thru X, Line 8) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth qtr. rate (Col. X, Line 8) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #").
- Line (9) This line represents the total projected cost of the IP mode during the quarter. Multiply line 6 times line 8 in each column (col's. Z thru AD). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (11) This line represents the percent of Contract cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. Z thru AD) - using the rate from the FY 86-7 fourth quarter (Col. X, Line 11) unless the county anticipates that it will continue to experience a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (10) This line represents the number of Paid cases in the Contract mode during the quarter. Multiply line 11 times line 3 in each column (col's. Z thru AD). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (13) This line represents the average hours per case in the Contract mode

during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. U thru X, Line 13) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth quarter rate (Col. X, Line 13) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.

- Line (12) This line represents the total projected paid service hours in the Contract mode during the quarter. Multiply line 10 times line 13 in each column (col's. Z thru AD). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (14) This line represents the average cost per hour in the Contract mode during the quarter. Enter the anticipated contract hourly rate in the appropriate column (col's Z thru AD).
- Line (15) This line represents the total projected cost of the Contract mode during the quarter. Multiply line 12 times line 14 in each column (col's. Z thru AD). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (17) This line represents the percent of Welfare Staff cases to the entire paid caseload. (If none, enter zero.) Enter the predicted value in the appropriate column (col's. Z thru AD) - using the rate from the FY 86-7 fourth quarter (Col. X, Line 17) unless the county anticipates that it will continue to experience a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (16) This line represents the number of Paid cases in the Welfare Staff mode during the quarter. Multiply line 17 times line 3 in each column (col's. Z thru AD). (If none, enter zero.) Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (19) This line represents the average hours per case in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. U thru X, Line 19) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth quarter rate (Col. X, Line 19) in the appropriate column (col's. Z thru AD). If a county chooses to use another method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (18) This line represents the total projected paid service hours in the Welfare Staff mode during the quarter. Multiply line 16 times line 19 in each column (col's. Z thru AD). (If the values entered in lines 16, 17 and 19 are zero, then enter the predicted hours directly.) Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD.

- Line (20) This line represents the average cost per hour in the Welfare Staff mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (Cols. U thru X, Line 20) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth quarter rate (Col. X, Line 20) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #").
- Line (21) This line represents the total projected cost of the Welfare Staff mode during the quarter. Multiply line 18 times line 20 in each column (col's. Z thru AD). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total of column AD. Round to the nearest whole number.
- Line (22) This line represents any other projected program costs e.g. staff development and EDP to be included in quarterly administrative claims submitted to SDSS, but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns Z, AA, AB and AC to derive the total in column AD. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (23) This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 in each column (col's. Z thru AD).
- Line (24) This line represents the projected average hours per case for all modes during the quarter. Divide line 23 by line 3 in each column (col's. Z thru AD). Round to two decimal places.
- Line (26) This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21 and 22 in each column (col's. Z thru AD).
- Line (25) This line represents the projected average cost per hour for all modes during the quarter. Divide line 26 by line 23 in each column (col's Z thru AD). Round to two decimal places.

#### INSTRUCTIONS FOR EXHIBIT G

- General - The overall purpose of Exhibit G is to enter the fiscal year totals from Exhibits D, E, and F, and then calculate the percent changes from one year to the next. This exhibit summarizes the program plan of the county over three years so county and state managers can gauge overall county trends.
- Lines (1,2,3 and 4) These lines represent the allocations provided by the State to each county. Enter the appropriate numbers from All-County Letter 86-47 and the FY 1986-87 IHSS Allocation Letter.
- Column (AE) This column represents total past year actual statistics. For Lines 5-

23 copy the entries from the corresponding line titles (not the same line numbers) in column T.

- Column (AF) This column represents total current year projected statistics. For Lines 5-23, copy the entries from the corresponding line titles (not the same line numbers) in column Y.
- Line (24) This line represents the Net Surplus or Deficit for the past actual and current projected fiscal years. Subtract line 23 from line 4 in each column (AE and AF). Negative entries must be enclosed in parentheses.
- Column (AG) This column represents the percent change from the past to the current year in each line. For each line individually, 1) subtract column AE from column AF, 2) then divide the difference by Column AE. Round the resultant percentage to 2 decimal places (i.e., .052416 = 5.24%). Negative entries must be enclosed in parentheses.
- Column (AH) This column represents the total budget year projected statistics. Copy the entries from the corresponding line titles (not the same line numbers) in column AD.
- Column (AI) This column represents the percent change from the current year to the budget year in each line. For each line individually, 1) subtract column AF from column AH, 2) then divide the difference by column AF. Round the resultant percentage to two decimal places. Enclose negative numbers in parentheses.



COUNTIES	Lois Bain 324-8779	Fred Bremerman 323-3325	Terry Jordan 322-8097	Sal Barajas 324-8777	
ALAMEDA		X			
ALPINE		X			
AMADOR				X	
BUTTE	X				
CALAVERAS				X	
COLUSA				X	
CONTRA COSTA		X			
DEL NORTE				X	
EL DORADO				X	
FRESNO			X		
GLENN				X	
HUMBOLDT	X				
IMPERIAL				X	
INYO		X			
KERN			X		
KINGS				X	
LAKE		X			
LASSEN				X	
LOS ANGELES			X		
MADERA			X		
MARIN		X			
MARIPOSA				X	
MENDOCINO	X				
MERCED				X	
MODOC		X			
MONO		X			
MONTEREY				X	
NAPA		X			
NEVADA	X				
ORANGE			X		
PLACER				X	
PLUMAS		X			
RIVERSIDE	X				
SACRAMENTO		X			
SAN BENITO		X			
SAN BERNARDINO			X		
SAN DIEGO	X				
SAN FRANCISCO	X				
SAN JOAQUIN	X				
SAN LUIS OBISPO			X		
SAN MATEO	X				
SANTA BARBARA	X				
SANTA CLARA	X				
SANTA CRUZ				X	
SHASTA			X		
SIERRA		X			
SISKIYOU		X			
SOLANO			X		
SONOMA			X		
STANISLAUS	X				
SUTTER				X	
TEHAMA	X				
TRINITY		X			
TULARE	X				
TUOLUMNE				X	
VENTURA	X				
YOLO				X	
YUBA			X		
GRAND TOTAL					